

D R A F T

12 May 1953

MEMORANDUM TO: Deputy Director (Administration)

SUBJECT: Incentive Awards Program

1. With reference to Regulation effective 21 April 1953, subject "Incentive Awards Program", approval is requested to offer the following incentives in connection with the Records Management Program of the Agency:

STAT

Suggested Award

- | | |
|--|--|
| a. The Area Records Officer with the most outstanding accomplishment | \$500 in cash and a step increase within his grade. |
| b. The Area Records Officer with the second outstanding accomplishment . . . | \$250 in cash and a step increase within his grade. |
| c. The Area Records Officer with the third outstanding accomplishment . . . | (\$100) in cash and a step increase within his grade. |

2. The General Services Office has recently completed a course of instruction in Records Management which was attended by individuals who were designated as Area Records Officers by their Assistant Directors or Office Heads. The course was completed on 11 May 1953 and outstanding accomplishments are expected to be realized by the Agency which will probably result in savings of a minimum of \$300,000 annually, with a possible maximum after two or three years of operation of \$1,000,000. The program incorporates many elements which will tend to increase efficiency throughout the Agency. The enthusiasm which has been brought

about as a result of the Training Program has stirred ~~a~~ considerable interest in the ^{objective} ~~things~~ to be accomplished. *The addition of incentive will tend to maintain the interest and expedite accomplishment.*

3. The Records Program incorporates forms management, reports management, correspondence management, vital materials program, records disposition, establishing and fixing offices of record, periods of retention of correspondence and intelligence material, records surveys, and wherever a publications officer does not exist - responsibility for printing and reproduction ~~requisitions~~ and publications of the activity ^(?) to which he is assigned, and the control of filing equipment and filing supplies. ~~_____~~

4. In this program an Area Records Officer can easily save in excess of \$10,000 within one year through the control of equipment, disposition of inactive records, ~~and~~ forms studies and redesign more fitting to the purpose for which the form was created. It is not possible to accurately project the estimated savings which an Area Records Officer could accomplish within a period of one year, but the total sum of money for which we are requesting approval, i.e., ^{\$850} ~~\$200~~ appears slight, as I feel certain that the total Agency benefit in terms of dollar savings will exceed \$300,000 annually.

5. If this proposal is ~~recommended~~ approved, ^{we will} ~~it is recommended~~ *gather the information to be submitted to the* ~~that information be gathered by this office to be submitted to the~~ Incentive Awards Committee for establishment of the rules of the program and the suggestions for judging the winners of the awards. It is suggested that the awards be made after one year of operation of the program.

CONCURRENCES:

Assistant Director (Personnel)
Chairman, Incentive Awards Committee

-2-